

City of Madison, Alabama

Request for Information Form

The information requested may not be on file within the City Clerk-Treasurer Department. If so, your request will be forwarded to the appropriate department for their action. All information will be forwarded to you as soon as possible. Also, there is a charge for copies, please refer to copy charge policy.

Section 1: Requestor Information:

Name: _____

Date: _____ Phone No.: _____ Information to be: mailed ☐ picked up: ☐

Deadline information is needed (if any): _____

Mailing address (if information is to be mailed): _____

Specific information requested: _____

Specific reason for request: _____

Signature: _____ Date: _____

Section 2: City Clerk-Treasurer Department:

Information request received by: _____

Request forwarded to appropriate department: _____

Signature of receiving department: _____ Date: _____

Section 3: Receiving Department:

Information returned to City Clerk-Treasurer Department by: _____

Signature of City Clerk-Treasurer Employee receiving information: _____

Section 4: Receipt of Information by Requestor:

Date: _____ Notification to requestor: _____

Signature of Requestor of information: _____ Date: _____

Signature of Employee delivering information: _____ Date: _____